



SDMS DocID 2075262



# UNIVERSITY OF MARYLAND

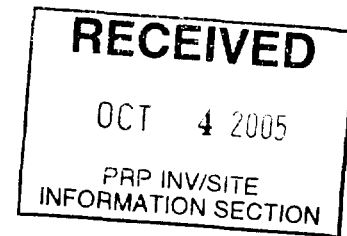
OFFICE OF THE PRESIDENT

2101 Main Administration Building  
College Park, Maryland 20742  
301.405.4945 TEL 301.314.9395 FAX

September 26, 2005

**BY FACSIMILE AND**  
**FOLLOWED BY CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

Harry R. Steinmetz (3HS62)  
U.S. Environmental Protection Agency, Region 3  
1650 Arch Street  
Philadelphia, PA 19103-2029



Re: Safety Light Corporation Site  
Bloomsburg, Pennsylvania

Dear Mr. Steinmetz:

The University of Maryland hereby responds to the July 21, 2005 information request issued by the Environmental Protection Agency under section 104(e) of CERCLA. On August 1, 2005, the University requested an extension of an additional thirty (30) days to respond to the request. You authorized the extension in an August 8, 2005, e-mail.

1. Question 1: Describe in detail the business relationship between Maryland and Safety Light.

Response: The University has not been able to identify any documents evidencing a business relationship between Maryland and Safety Light.

2. Question 2: Did Maryland ever transport and/or broker hazardous substances and/or radioactive waste or other wastes that were disposed of or reclaimed by U.S. Radium, Lime Ridge Industries, USR Industries, USR Metals, Metreal, Isolate to the Site?

Response: The University has not been able to identify any documents evidencing that it transported and/or brokered hazardous substances and/or radioactive waste or other wastes that were disposed of or reclaimed by the companies identified in the question.

3. Question 3: If you answered "yes" Question 2, please answer the following questions:

Response: No response required in the light of the University's response to Question 2.

4. Question 4: Did Maryland ever generate radioactive wastes or other wastes that were disposed of or reclaimed by U.S. Radium, Lime Ridge Industries, USR Industries, USR Metals, Metreal, Isolate to the Site?

Response: The University has not been able to identify any documents evidencing that it generated radioactive wastes or other wastes that were disposed of or reclaimed by the companies identified in the question. The University identified a 1971 document that stated solid waste generated during reactor operation was disposed of under a contract with Nuclear Engineering Company, Incorporated of Morehead, Kentucky.

5. Question 5: If you answered "yes" Question 4, please address the following issues:

Response: No response required in the light of the University's response to Question 4.

6. Question 6: If you have reason to believe there may be persons able to provide more detailed or complete responses to any question contained herein, or who may be able to provide additional responsive documents, provide the names, titles, areas of responsibility, current addresses, and telephone numbers of the persons from whom such information or documents may be obtained.

Response: Persons the University has identified who might have been able to provide detailed responses are deceased.

7. Question 7: For each and every question contained herein, if information or documents responsive to this Information Request are not in your possession, custody or control, then provide the names, titles, areas of responsibility, current addresses and telephone numbers of the persons from whom such information or documents may be obtained.

Response: The University does not know of specific entities or persons who are in possession, custody or control of documents that might be responsive to your request. However, it is possible the Nuclear Regulatory Commission (NRC) might have documents the University submitted to the Atomic Energy Commission (AEC) before the NRC became operational in 1975. In addition, the National Cancer Institute (NCI) of the National Institutes of Health (NIH) loaned

radium to the University for several years pursuant to University designated - Contract No. 26. A letter from the University to NCI refers to a renewal of Contract 26 for the period November 1962 – November 1963. It is possible NCI possesses a copy of the contract and renewals and that those could contain pertinent information.

8. Question 8: If you have any other information about other party(ies) who may have information that may assist the Agency in its investigation of the Site, or who may be responsible for the generation of, transportation to, or release of contamination at the Site, please provide such information. The information you provide in response to this request should include the party's name, address, type of business, and the reasons why you believe the party may have contributed to the contamination at the Site or may have information regarding the Site.

Response: The University has no other information about other party(ies) who might have information to assist EPA in its investigation of the Site.

9. Question 9: If any of the documents solicited in this information request are no longer available, please indicate the reason why they are no longer available. If pertinent records or documents were destroyed or are missing, provide us with the following:
- Your document retention policy.
  - A description of how the records were destroyed (burned, archived, trashed, etc.) and the approximate date of destruction.
  - A description of the type of information that would have been contained in the documents.
  - The name, job title and most current address known by you of the person(s) who would have produced these documents; the person(s) who would have been responsible for the retention of these documents; and the person(s) who would have been responsible for the destruction of these documents.

Response:

- The University System of Maryland Policy on Records Management (VI-6.10) (Approved by the Chancellor January 6, 1992) is available on line at <http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVI/VI610.html>. The Records Retention and Disposal Standards for the University of Maryland (1994) is available on line at [http://www.dbs.umd.edu/document/records\\_forms/services.php](http://www.dbs.umd.edu/document/records_forms/services.php). (Please note: The University of Maryland is one of eleven institutions that comprises the University *System* of Maryland. A hard copy of both documents will be sent by over night mail to you.

Harry R. Steinmetz (3HS62)  
Safety Lite Corporation Site  
September 26, 2005  
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- b-d. The University reviewed archival documents and records for a number of offices that may have had some level of responsibility or involvement with the issues raised in the Information Request. No responsive documents were located.

The University cannot state what document retention policy existed 40-50 years ago when the events listed on the two ledger sheets occurred. The University is not able to state with certainty the documents are "no longer available" and/or to provide any of the information requested in 9b-d.

The University believes it is not clear University of Maryland College Park employees created the two ledger sheets EPA furnished. It also is not clear one of the ledgers even relates to the University of Maryland in College Park. One ledger refers to "University of Maryland" which could be a reference to University of Maryland, Baltimore or University of Maryland, Eastern Shore, both of which were in existence at that time. In addition, neither ledger sheet indicates the nature of the entry as a disposal at the Site (or at any other site), a transport to or from the Site (or any other site), a transfer to or from NCI (or any other authorized entity), or a purchase. among other options.

Please feel free to contact me if you have additional questions. My direct line is 301-405-2211; my E-mail is [abowden@umd.edu](mailto:abowden@umd.edu).

Sincerely,



Anne Bowden  
University Counsel



153.0 VI-6.10 - POLICY ON RECORDS MANAGEMENT

(Issued by the Chancellor, January 6, 1992)

1. The President of each institution shall establish a Records Management Program and shall develop and maintain a Records Management Plan consistent with the requirements of State Government Article, Title 10, Sections 10-632 through 10-633.
2. The Vice President for Administration at each institution will be responsible for records management at that institution, unless the Chancellor is notified otherwise.
3. Each President shall prepare and shall submit to the Chancellor for approval a Records Retention and Disposal Schedule(s), which will be in compliance with standards set by the Chancellor. The Schedule must be updated every ten years and may be amended as necessary.
4. Each President will provide for the periodic transfer of records to the University Archives, State Archives, or State Records Center, as appropriate, or may otherwise dispose of records in accordance with the approved Records Retention and Disposal Schedule(s). The Chancellor may require periodic Records Retention and Disposal reports in the format and according to the schedule provided by him.

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Questions? Comments? Mail us at [webnotes@usmd.edu](mailto:webnotes@usmd.edu)

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University System of Maryland Privacy Statement

# Records and Forms Management

Department of Business Services

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DBS > Document Services > Records and Forms Management > Services > Records Guide > Introduction

## Records Retention and Disposal Standards for the University of Maryland

### Introduction

1. Data to set standards has obtained from State law and standards developed by State archivists and State records specialists. For questions, please call the Department of Business Services at 301.405.9270.
2. Standards are set in the areas listed below:
  - A. General Files
  - B. Capital/Facilities Planning/Physical Plant
  - C. Data Processing
  - D. Environmental Safety
  - E. Financial Records
  - F. Fund Raising, Alumni, Endowments, Research and Development
  - G. Library
  - H. Personnel/Human Resources
  - I. Procurement
  - J. Public Safety
  - K. Student/Academic
  - L. Telecommunications/Communications
3. Only the Office of Record for a file may justify permanent retention of records.
4. A unit's Records Retention and Disposal Schedule should include any records for which the unit is the Office of Record (i.e., no other unit is responsible for keeping the records) and records on which the unit may be audited. Forms and instructions for developing a Records Retention and Disposal Schedule are available online.

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## Department of Business Services

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DBS > Document **Services** > Records and Forms Management > Services > Records Guide > General Files

**All offices should report general files on records retention and disposal schedules. Only the office of record for a file should retain material of historical value. Always include the qualifying statements regarding audit requirements and archives on the bottom of the records retention and disposal schedule.**

### General Files

Item #	Description	Retention
1	<u>General Files</u> Alpha, subject, administrative and chronological correspondence containing original incoming and copies of outgoing correspondence, electronic mail, reports, memoranda, statistics, proposed programs, policy and procedure statements, special projects, and substantive data concerning the operation of the office that maintains it.	Screen annually and destroy that material for which no further reference is required. Material deemed to have historical or permanent administrative value to be sent to University Archives at the University of Maryland for permanent retention.
2	<u>Meeting Minutes</u> Documentation of discussion and action taken at meetings.	Unit to retain for 5 years, then send to University Archives at the University of Maryland for permanent retention.

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DBS > Document Services > Records and Forms Management > Services > Records Guide > Capital/Facilities Planning and Mgmt Records

### Capital/Facilities Planning and Management Records

This series of records document the financial and historical information on the purchase, construction, renovation, addition and destruction of buildings, the improvement of roadways, utilities, and related activities at all System institutions, generally involving a capital budget expenditure. Items 1, 2 and 3 overlap to some extent, but the consensus is that material should be screened carefully within two years after the project is completed and material of historical value should be saved for 25 years, then destroyed.

Item #	Description	Retention
1	<u>Construction Agreement Contracts</u> Architectural Engineering Contracts Records Relating to Construction:  Bidding Information Payment Requisitions Change Orders Submittals Progress Meetings Correspondence	Files should be retained in original form for two years after completion of the project and screened to remove that material for which no further reference is required. Remaining material having continued reference value to be microfilmed or kept in paper form by the Office of Record for 25 years in an archives, then destroyed.
2	<u>Building Project Files</u> Contains planning information relating to the utilization of newly constructed or leased buildings at all System institutions. Files may include space classifications, facilities utilization, leases, progress reports, revised programs and projections, and correspondence with various departments of State Government and the institution involved.	Retain until project is completed; screen to remove that material for which no further reference is required. Remaining material having continued reference value to be microfilmed or kept in paper form by the Office of Record for 25 years in an archives, then destroyed.
3	<u>Property and Building Files</u> Consist of material relating to the purchase of selective property, and the construction, renovation and improvement of buildings on all campuses. Files may include correspondence, reports, memoranda, cost estimates, accounts, appraisals, and negotiation agreements.	Retain until project is completed; screen to remove that material for which no further reference is required. Remaining material having continued reference value to be microfilmed or kept in paper form by the Office of Record for 25 years then destroyed.

This series contains retentions for miscellaneous Facilities Management files.

Item #	Description	Retention
1	<u>Energy Reports</u>	Office of Record to retain for 25 years, then destroy.
2	<u>Inventory</u> (This is covered under Financial Records Retention and should be included in the Office of the Comptroller's schedule, not in the Facilities Management schedule; however, it is listed again here for convenience.)  A. Physical Inventory and Building Inventory (Capital and Non-Capital) Records consisting of: 1. Inventory Addition Books 2. Inventory Addition Forms 3. Surplus Property Forms, etc. concerning changes to inventory (all backup material affecting inventory).	Retain for three (3) years and until audit requirements are met, then destroy.
3	<u>Bond Funds</u> : This item is covered under Financial Records and would be the responsibility of the Office of Record -- most likely the Comptroller's Office-- to retain permanently. However, Facilities Management may have material (requisitions and orders) relating to bond funds.	Retain 3 or 5 years (at the department's discretion) and until audit requirements are met, then destroy.  USM is considered the Office of Record for bond material and microfilms for permanent retention all material related to bond projects.
4	<u>Plant Funds (Requisitions and Orders)</u>	Retain 3 or 5 years (at the department's discretion) and until audit requirements are met, then destroy.
5	<u>Less Than 15-Year Life Files (Requisitions and Orders)</u>	Retain for 3 or 5 years after life cycle (at the department's discretion) and until audit requirements are met, then destroy.
6	<u>Vehicle Records</u> (could also be part of Motor	

**Pool Records Retention and Disposal Schedule  
if institution has a Motor Pool separate from  
Facilities Management)**

- |  |  |
|--|--|
| A. Vehicle Acquisition and Disposal Schedules        | Retain for the life of the vehicle, then destroy.                              |
| B. Vehicle Mileage Reports                           | Retain for the life of the vehicle, then destroy.                              |
| C. Vehicle Inspection/Maintenance/Repair Reports     | Retain for the life of the vehicle, then destroy.                              |
| D. Vehicle Records (Titles, etc.)                    | Retain for three (3) years and until audit requirements are met, then destroy. |
| E. Fleet Reports (including safety/accident reports) | Retain for three (3) years and until audit requirements are met, then destroy. |

**7 Work Orders**

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|--|---|
| A. Master Log                          | Retain for 25 years, then destroy.  |
| B. Routine Maintenance Work Orders     | Retain for three (3) years for self-support area, then destroy.<br>Retain regular routine work orders for one (1) year, then destroy. |
| C. Non-routine Maintenance Work Orders | Retain as long as building is in use, then destroy.   |

**8 Key Material**

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|-------------------------------|---|
| A. Key Signature Number Cards | Retain for 25 years, then destroy.            |
| B. Key Record Books           | Retain for 25 years, then destroy.            |
| C. Key Authorization Forms    | Retain for one (1) year, then destroy.        |
| D. Key Record Cards           | Retain until keys are returned, then destroy. |

**9 Budget-Related Material**

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|---|---|
| (This section is covered under Financial Records but is included again here for information.) Includes all budget request documents, budget instructions, CPS-related | Office of Record to retain for three (3) years and until audit requirements are met, then screen and keep |
|---|---|

material, Capital Budget-related material, etc.

material of historical value only on microfilm (USM) or in paper form for a 25-year retention, then destroy. USM is considered the Office of Record for budget material.

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# Records and Forms Management

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Department of Business Services Services | Contacts | Hours | Related Site

DBS > Document Services > Records and Forms Management > Services > Records Guide > Data Processing Records

**Standard statements regarding audit and archives must be included in records retention and disposal schedule.**

## Data Processing Records

Item #	Description	Retention
1	<u>Data Processing - Program Library</u> This series includes documentation for computer programs used in information management. Examples include flow charts, narratives, machine requirements, reports, descriptions, distribution lists, operating instructions, contracts and supporting correspondence.	Retain for that period of time for which the computer program remains in use, then destroy.

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DBS > Document Services > Records and Forms Management > Services > Records Guide > Environmental Safety Records

Standard statements on archives and audits must be included in records retention and disposal schedule.

### Environmental Safety Records

Item #	Description	Retention
1	<u>Hazardous Material and Environmental Safety Files</u> Consists of reports and other pertinent material related to asbestos, laboratory safety (including laboratory training files, inventory records, laboratory survey records, Rad user authorization, etc.), biohazard safety, lead safety, assurance of hazardous procedures, motor vehicle accident claims, accident training and investigation, incidence reports, permits, hazardous waste, radioactive waste, industrial hygiene, PCB transformer information, facility permits, civil defense material, and any other material relating to the above for which this agency is the Office of Record.	Office of Record (Environmental Safety) to retain material permanently either on microfilm or in paper form.

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# Records and Forms Management

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DBS > Document Services > Records and Forms Management > Services > Records Guide > Financial Records

**Statement regarding audit requirements must appear on the records retention and disposal schedule.**

### Financial Records

Item #	Description	Retention
1	<u>Accounting Records</u> This series includes all standard State accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.	
A.	<u>Special Accounting Records</u> <ul style="list-style-type: none"><li>Books of Final Entry</li><li>General Ledgers</li></ul>	Office of Record to retain for 3 years and until audit requirements are met, then destroy.
B.	<u>Budget and Fiscal Planning Records</u> <ul style="list-style-type: none"><li>Budget Estimates</li><li>Budget Schedule Amendment</li><li>Materials and Supplies</li><li>Physical and Building Inventory</li><li>Report of Fixed Assets</li><li>Report of Materials and Supplies</li><li>Request for Position Action</li></ul>	Office of Record to retain for 3 years and until audit requirements are met, then destroy.
C.	<u>Payroll Accounting Records</u> <ul style="list-style-type: none"><li>Employee Roster Card</li><li>Payroll and Check Register</li><li>Payroll Exceptions Time Report</li><li>Payroll Transmittals</li><li>Payroll Warrants</li></ul>	Office of Record to retain for 3 years and until audit requirements are met, then destroy.
D.	<u>Payroll Records</u> <ul style="list-style-type: none"><li>Journals</li><li>One Pay Certification</li></ul>	Office of Record to retain for 3 years and until audit requirements are met, then

<p>Cards</p> <ul style="list-style-type: none"> <li>o Master Exceptions</li> <li>o Check Register</li> <li>o W2</li> <li>o Labor</li> <li>o Savings Bond Material</li> <li>o Journal Vouchers, Payroll Transfers, and Other Forms of Internal Adjustment</li> </ul>	<p>destroy.</p> <p>Office of Record to retain for 3 years and until audit requirements are met, then destroy. Annapolis is Office of Record.</p>
<p>E. <u>Miscellaneous Accounting Records</u></p> <ul style="list-style-type: none"> <li>o Alpha Vendor Files</li> <li>o Bad Check Records (unless involved in collection)</li> <li>o Bank Books, Statements, and Deposits</li> <li>o Budget Papers and Work Sheets</li> <li>o Cashier's Report</li> <li>o Cash Receipts</li> <li>o Canceled Checks, Check Copies, and Check Stubs</li> <li>o Certificates of Deposit (State Treasurer)</li> <li>o Condemnation Reports</li> <li>o Disbursement Voucher Files</li> <li>o Delivery Orders and Receipts</li> <li>o Financial Aid Records (for more information, see Student/Academic Records)</li> <li>o Gas Withdrawal Tickets and Mileage</li> <li>o Insurance Remittance List</li> <li>o Memorandum Receipt and Property</li> <li>o Meter Postage Charge Statements</li> <li>o Off-campus Accounts, Bills, etc. (unless</li> </ul>	<p>Retain for 3 years and until all audit requirements are met, then destroy.</p>



- involved in collection)
- o Paid Bills and Invoices
- o Paid Bonds and Coupons
- o Periodic Financial Reports
- o Parking Registration
- o Photocopier Statements
- o Receipt Copies and Stubs
- o Receiving Reports
- o Reconciliation and Trial Balance Sheets
- o Renewable Licenses
- o Reports
- o Requisitions and Purchase Orders
- o Stock Record Cards
- o Student Accounts (unless involved in collection; for more information, see Student/Academic Records)
- o Scholarship Account Cards, Records, etc.
- o Telephone Bills
- o Withholding Tax Forms and Statements (Local, State, and Federal Agencies)
- o Working Fund Records

- |   |  |
|---|--|
| F. <u>Special Payments File</u><br>Consists of documents which show the honorarium payments to non-employees. The file also includes the request form and documentation supporting the payment/contract to pay. | Office of Record to retain for 3 years and until audit requirements are met, then destroy. |
| G. <u>Revolving Fund Records</u><br>Computer-produced reports which show a listing of funds deposited and withdrawn from the revolving fund.  | Office of Record to retain for 3 years and until audit requirements are met, then destroy. |

- |                           |                                  |
|---------------------------|----------------------------------|
| 2 <u>Contracts/Grants</u> | Office of Record to retain state |
|---------------------------|----------------------------------|

<p>Consists of records which document contracts/grants received by the Institutions from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence and memoranda.</p>	<p>contracts and grants for 3 years after the close of the contract. Retain federal and other sponsored contracts/grants for 5 years after the close of contract, then destroy. If litigation, claims, or audits are started before the retention period ends, the records must be retained until final action is taken. Records for real property and equipment purchased with federal funds should be retained for 5 years after final disposition.</p>
<p>3 <u>Budget Records</u> Official budget request documents, budget instructions, CPS requests, Capital Budget requests, and related material.</p>	<p>Office of Record to maintain for 3 years, then destroy. USM keeps all CPS- and Capital Budget-related documents from each institution permanently on microfilm for 25 years.</p>
<p>4 <u>Audits</u>  Legislative Audit Files          Internal Audit Files</p>	<p>The State Legislative Audit Office in Annapolis is the Office of Record for Legislative Audits. USM also keeps legislative audit material for 10 years.  USM maintains internal audit reports permanently.</p>
<p>5 <u>Bond Records</u> Includes bond issue agreements, indentures, certificates, requisition, bank statements.</p>	<p>USM is the Office of Record for bond material and retains material in paper form during the life of the bond and until all audit requirements are met, and on microfilm for permanent retention after that time. Offices of Record at institutions should keep material for the life of the bond and until audit requirements are met, then destroy.</p>

6 Finance Committee Files

Budget and Fiscal Analysis to retain for 5 years, then forward to University Archives at the University of Maryland, College Park for permanent retention in paper form.

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DBS > Document Services > Records and Forms Management > Services > Records Guide > Fund Raising...Development Records

**Standard statements on audit and archives must be included in records retention and disposal schedule.**

### Fund Raising, Alumni, Endowments, Research and Development Records

Item #	Description	Retention
1	<u>Donor (Gift) Files</u> These are records which show name, date, amount, receipt and account number, and related data (including gift envelope and receipt), on all gifts donated to the System by friends, alumni, corporations, associations, or foundations.	Office of Record to retain gift envelope until audit is complete, then destroy. Remaining material having historical value to be microfilmed by the Office of Record for permanent retention.
2	<u>Endowment Fund Records</u> Ledgers, journals, vouchers, bank statements, reports to the Regents and dividend reports which document endowment fund transactions. Includes Endowments for the Humanities (both Maryland and National).	Office of Record to retain permanently either in microfilm or paper form.
3	<u>Capital Campaign</u>	Office of Record to retain permanently either in paper or microfilm form.
4	<u>Sponsored Programs</u> (Specifically U.S. government, Title III and Grants)	Covered under Financial Standards, Item 2, Contracts/Grants.
5	<u>Alumni Files</u> Includes general correspondence, events and project files, reunion files, newsletter, and alumni cultivation files.	Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value related to the development of the department to be kept in paper by the Office of Record for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at the

University of Maryland,  
College Park for permanent  
retention.

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### Library Records

Item #	Description	Retention
1	<u>Special Project Files</u> Contains correspondence, records of negotiations, legal agreements and working papers relating to efforts to preserve certain collections. **  ** List each collection separately under special projects.	Screen annually and destroy material for which no further reference is required. Material having continued historical value to be retained permanently by University Archives at the University of Maryland, College Park.
2	<u>Donor Files</u> Correspondence, gift agreements, collection inventories, processing notes, publicity materials, and working papers documenting the gift of library materials by outside donors to units within the library system.  Research notes, correspondence, and copies of gift receipts relating to gifts to the library. Includes files on individual donors, special projects, and prospective donors.	Retain permanently in University Archives at the University of Maryland, College Park.  Retain for ten (10) years after file is declared inactive, then destroy.
3	<u>Interlibrary Loan</u> Borrowing requests generated to borrow books and photocopies of journal articles from off-campus sources.  Requests by non-campus borrowers to borrow books and copies of journal articles owned by University Libraries.	Retain for three (3) years, then destroy.  Retain for three (3) years, then destroy.
4	<u>Circulation and Reserves</u>  A. <u>Billing Records</u> Correspondence regarding billing questions and problems, copies of bills and invoices, and reports of billing status for overdue fines,	Retain for three (3) years and until audit requirements are met, then destroy.

library materials' replacement costs, and other library charges against patrons' accounts.

- B. Patron Registration  
Names and addresses of library borrowers, initially maintained in paper form, then entered into automated library system. Retain paper copies for six (6) months, then destroy. Retain information on active borrowers in automated system on a perpetual basis, then destroy as borrowers become inactive.
- C. User Notices  
Copies of recall, availability, and overdue notices sent to library patrons. Retain for three (3) years, then destroy.
- D. Collection Information Reports  
Reports listing temporary conversion records (TCR) created and books identified as missing. Retain TCR reports for one (1) month or until on-line record appears, then destroy. Retain missing book reports for one (1) year, then destroy.
- E. Manual Charge Slips - Reserves  
Records of items on reserve charged out manually to library patrons. Retain for one (1) month, then destroy.
- F. Faculty Lists - Reserves  
Lists of materials that faculty members have requested to have held on reserve. Retain for two (2) years, then destroy.
- G. Statistics Printouts  
Computer-generated printouts of circulation statistics, reserves processing, holds, reclass, temporary conversions, tracers, and claims returned, including transaction logs and "snapshots." Retain for one (1) year, then destroy.

5 Information Technology

- A. System-Wide Log  
Records listing dates of system-wide backups of the library's databases and indicating which backup tapes Retain until tapes are re-used,\* then destroy.  
  
\* Tapes are not destroyed; information is erased as tapes

	were used.	are used over and over.
B.	<u>Tape Backup Records</u> Lists of disk files copied onto each backup tape.	Retain for one (1) month or until tape is re-used, then destroy.
C.	<u>Shift Log</u> Summary and highlight of system problems reported that may continue over more than one operator's shift.	Retain for six (6) months, then destroy.
D.	<u>Problem Reports</u> Records of open and closed problems with the Libraries' on-line cataloging system reported by all library sites.	Retain in electronic form until no longer needed, then destroy. Retain paper copies for two (2) years, then destroy.
E.	<u>Operator Logs</u> Record of system operators' daily activities, including routine operational tasks, system problems, and any non-routine occurrences.	Retain for six (6) months, then destroy.
F.	<u>Transaction Logs</u> Records of interactions of patrons and piece(s) of library material, including financial transactions and borrowing or returning items. <i>Usually maintained in on-line electronic form, as tape backups, and on microfilm.</i>	Retain in on-line format for 3 years, then transfer to tape backup. Retain electronic tape backups in the Information Technology Division until no longer needed, then reuse. Retain in computer-generated microfiche form for 3 years, then destroy.
G.	<u>Traffic Reports</u> Records of hourly exit turnstile counts.	Retain current year plus one (1) year, then destroy.
H.	<u>Computer Downtime Log</u> Record of downtime for automated circulation system; includes notations of time system went down, time operations resumed, and reason for downtime.	Retain for one (1) year, then destroy.
6	<u>Search Files - Electronic Reference</u> These files contain search requests, statistics, and billings for searches performed by Electronic Reference Services unit.	Retain for three (3) years, then destroy.



- 7 **Preservation Treatment Work Forms** Retain for one (1) year, then destroy.  
Records of routine preservation treatments performed on library materials, such as rebinding, reformatting, or enclosing.
- 8 **Special Collections Use**
- A. Sign-in sheets, addresses, status of each individual using special collections material. Retain for seven (7) years, then destroy.
  - B. Copies of call slips used by patrons to request materials held by rare books department. Retain for seven (7) years, then destroy.
  - C. Forms signed by researchers indicating that they will abide by rules established for use of primary source/original materials; including user's name, address, and ID number. Retain permanently in library units in paper form. Transfer periodically to University Archives at the University of Maryland, College Park.
  - D. Records of manuscript materials, photographs, and memorabilia which have been requested for use by patrons. (This is a permanent record of usage maintained for security and copyright purposes.) Retain in library unit in paper form and transfer periodically to University Archives at the University of Maryland, College Park.
- 9 **Photocopy Center** Retain for three (3) years and until audit requirements are met, then destroy.  
Reports listing beginning and ending readings, total meter copies, money collected, differences between meter reading and money collected for each copier, deposits and income reports, completed requests for photocopying services performed by the photocopy center, reports of cash income.

NEXT->



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# Records and Forms Management

Department of Business Services

Order On-Line | Search:

Services | Contacts | Hours | Related Site

DBS > Document Services > Records and Forms Management > Services > Records Guide > Personnel and Human Resources Records

## Personnel and Human Resources Records

Item #	Description	Retention
1	<p><u>Personnel Files</u></p> <p>Files prepared upon the commencement of employment, which may include any of the following items: application, appointment letter, correspondence relating to appointment (i.e. reference checks), personnel payroll form, personnel position action request, personnel recruitment screening report, personnel transaction form, retirement form, transcripts, change of address forms, clearance file, charges for removal, commendations, contracts, correspondence, counseling sessions, disciplinary actions, efficiency ratings, EOE statistical reports, grievance actions, health insurance benefits forms, leave forms, orientation program material, position history, probation documentation, promotions, reclassifications, resumés, suggestion file, summer employment material, suspension actions, training documentation, letter of resignation, retirement documentation, transfer material, and/or dismissal documentation.</p>	<p>Departments to retain for 3 years after termination of employment, then destroy. Office of Record for paper records is the Department. Office of Record for information in the Payroll and Human Resources (PHR) System is University Human Resources.</p>
2	<p><u>Position Files</u></p> <p>Requests for position classification action, lists of eligibles, position numbers, and position descriptions.</p>	<p>Units to retain for 3 years after appointment associated with the position is abolished, then destroy. University Human Resources (Office of Record) to retain position numbers permanently. University Human Resources to retain other position material for 3</p>

- |   |  |  |
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|   |  | years after the appointment associated with the position is abolished.   |
| 3 | <p><u>Worker's Compensation First Report of Injury</u><br/>                     State of Maryland form that includes the following information:<br/>                     Employer's Name and State Mailing Address; Insurance Policy;<br/>                     Employee's Name, Address, Social Security Number, and Occupation;<br/>                     Occurrence - Place of Accident, Date of Injury/Illness; Physician's Name and Address; and Hospital's Name and Address.</p> | <p>Departments to retain until employee leaves the department. Worker's Compensation unit in the Health Center (Office of Record) to retain for 30 years.</p>  |
| 4 | <p><u>Search Committee Files</u><br/>                     Search Committee materials for faculty, administrators, and associate staff. Consists of advertisements, final recommendation of the committee, meeting minutes containing final recommendation data, voting results, top candidate resumés (top 5 or 2 only - depending on size of search), and all information on appointed candidate.</p>   | <p>Office of Record (generally main office of the department seeking the candidate) to retain listed material for 10 years, then destroy. Other material to be destroyed after one year.</p>   |
| 5 | <p>A. <u>Staff Timekeeping Records</u> - records for individual employees, approved by the supervisor, that show leave taken and hours worked for Contingent Category I, Contingent Category II, and Regular non-exempt and exempt employees.</p> <p>B. <u>Faculty Time Reports</u> - monthly reports showing days worked and leave taken by faculty members.</p> <p>C. <u>Student Timekeeping Records</u> - records for individual student employees, approved by the</p>           | <p>Retain for 3 years and until audit requirements are met, then destroy.</p> <p>Retain individual monthly reports for 5 years, then destroy. Retain summary records of monthly time reports until the faculty member leaves employment, then destroy.</p> <p>Retain for 3 years and until audit requirements are met, then destroy.</p> |

supervisor, that show hours worked.

- |   |  |
|---|--|
| D. <u>Employee Leave Balances</u> - leave balances for faculty members and Contingent Category I, Contingent Category II, and Regular non-exempt and exempt employees.  | Department to retain final leave balance for 3 years after termination of employment.<br>**During the time the employee is active, ongoing balances must be kept for 3 years for audit purposes. |
| 6 <u>Employment Applications</u><br>Applications for employment by people who were not hired.   | Retain application for 3 years after the application becomes inactive, then destroy.   |
| 7 <u>Performance Review and Development Files</u><br>evaluations of exempt and non-exempt staff members, which indicate employee performance factors, performance ratings by the employee's supervisor, and employee development plans. | Retain for 3 years after termination of employee, then destroy.  |

\* Please note that employees returning to University service within two years of termination will be entitled to leave balances in place when they terminated; therefore, the department should maintain the final leave balance document for the employee for at least two years beyond termination of staff members and at least three years beyond termination of faculty members.

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# Records and Forms Management

## Department of Business Services

Order On-Line | Search:  |  
Services | Contacts | Hours | Related Site

DBS > Document Services > Records and Forms Management > Services > Records Guide > Procurement Records

### Procurement Records

Item #	Description	Retention
1	<u>Purchasing records including the following:</u> <ul style="list-style-type: none"><li>A. Actual Emergency and Repair Reports</li><li>B. Advertising and Bids</li><li>C. Agency Inter-Office Requisitions</li><li>D. Bid and Quote Files</li><li>E. Bid Tabulation Records</li><li>F. Copy of Contracts Awarded</li><li>G. Credit Memoranda</li><li>H. Inventory Dispositions</li><li>I. Invoices/Expenditure Transfer</li><li>J. Issue Tickets or Receipts</li><li>K. Materials/Supplies Specifications</li><li>L. Monthly Expenditure Printouts</li><li>M. Notice of Award of Contracts</li><li>N. Unscheduled Requisitions for Supplies</li><li>O. Packing Slips, Shipping Tickets, Bills of Lading</li><li>P. Purchase Orders</li><li>Q. Purchasing Register</li><li>R. Receiving Reports</li><li>S. Report of Delivery/Partial Delivery</li><li>T. Requisition Forms, Miscellaneous</li><li>U. Requisitions for Supplies</li><li>V. Warehouse Requisitions</li><li>W. Automation Management Reports</li></ul>	For purchases utilizing State funds, Office of Record to retain for 3 years and until audit requirements are met, then destroy. Office of Record for Purchasing Card records is the department. Office of Record for remaining material is Procurement and Supply.
2	<u>Vendor List</u>	Office of Record to retain until superseded, then destroy.

3 Contracts/Grants

Office of Record to retain state contracts and grants for 3 years after the close of the contract. Retain federal and other sponsored contracts/grants for 5 years after the close of contract, then destroy. If litigation, claims, or audits are started before the retention period ends, the records must be retained until final action is taken. Records for real property and equipment purchased with federal funds should be retained for 5 years after final disposition.

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# Records and Forms Management

## Department of Business Services

Order On-Line | Search:  |  
Services | Contacts | Hours | Related Site

DBS > Document Services > Records and Forms Management > Services > Records Guide > Public Safety Records

Revised October 20, 1995

### Public Safety Records

The Office of Record for criminal files is the "court" system since the courts keep their dockets permanently. Criminal records of any kind at the institutions of the University System of Maryland are not considered "official" records requiring permanent retention.

Item #	Description	Retention
1	<u>Juvenile Records</u> A police record concerning a juvenile is confidential and shall be maintained separate from those of adults. Its contents may not be divulged, by subpoena or otherwise, except by order of the court upon good cause shown. This does not prohibit access to and confidential use of the record by the Department of Juvenile Services or in the investigation and prosecution of the child by any law enforcement agency.  If the files are being used for criminal research purposes, the report may not contain the name of the individual to whom the record pertains, or any other identifying information which in any way could reveal the individual's name.	Juvenile records are to be kept for 12 years beyond date of last entry item, then destroyed.
2	<u>Arrest/Criminal Records</u> This series contains all criminal records maintained on persons over the age of 18.	Retain case files for 12 years after case is closed, then destroy.
3	<u>Expunged Records</u> Records ordered destroyed by the court.	If the institution has criminal files that are ordered to be expunged, destroy records immediately upon court order.

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# Records and Forms Management

## Department of Business Services

Order On-Line | Search:  |  
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DBS > Document Services > Records and Forms Management > Services > Records Guide > Student/Academic Records

**Standard statement regarding archives and audit requirements must appear on the records retention and disposal schedule.**

### Student/Academic Records

Item #	Description	Retention
1	<u>Academic Records (Transcripts).</u>	Office of Record (Registrar's Office) to retain these records permanently (make determination to microfilm, etc. or retain in original paper form...this must be stated in records disposition schedule).
2	<u>Student folders</u> containing high school transcripts, admission material pertinent to student admission, transcripts from other colleges, change of major forms, change of address, application for diplomas, application for admission to college, other miscellaneous materials deemed necessary.	Office of Record (Registrar's Office/Admissions Office) to retain records for 10 years for undergraduate non-graduates and 5 years for undergraduate graduates, then destroy.
3	<u>International student folders; undergraduate student residency folders, control cards, predicted average cards; and transfer student requests to study at another institution.</u>	Retain for ten (10) years, then destroy.
4	<u>Transcript requests, registration forms, and material.</u>	Office of Record to keep for two (2) years, then destroy.
5	<u>College catalogs from creation of institution to present.</u>	University Archives at the University of Maryland, College Park to retain permanently.
6	<u>New course information.</u>	Registrar's Office to keep for five (5) years, then destroy.
7	<u>Academic Files for Undergraduate or Graduate Students</u> including applications and supporting material, advising records, dissertation committee material,	Retain academic files for 5 years after student leaves the University of Maryland, then destroy.



	exception to policy requests, and correspondence related to academic activity.	
8	<u>Health-related files</u> , including patient charts (lab reports, x-ray reports, hospital visits, allergy schedule, health history, records of visits, etc.).	Retain and destroy medical records in accordance with the Annotated Code of Maryland s. 4-403.
9	<u>Quality Assurance Information (lab work)</u> .	Office of Record to retain for seven (7) years, then destroy.
10	<u>Material on health fees and related services</u> .	Office of Record to retain for three (3) years or until collection is complete and audit requirements are met, then destroy.
11	<u>Financial Files</u> : statement of fees, cash receipts, certificates of deposits, credit card receipts, refund request vouchers, library adjustments, paid deferred payment contracts, paid company contracts, paid collection accounts, tuition calculation reports, purge reports, cashier summary reports, drop/add reports, paid parking reports, paid health insurance reports.	Office of Record to retain for 3 years and until audit requirements are met, then destroy.
12	<u>Financial Aid Files</u> : Applications/FAFs, Pell SAR, Perkins Loan (NDSL, guaranteed student loan applications), check release contracts, book coupons, control cards, confirmation reports, merged reports, batch transmittals, fiscal operations/application report.	Office of Record to retain for 5 years after student ceases to be active and until audit requirements are met, then destroy.
13	<u>Unsatisfied Financial Accounts</u> : unpaid Perkins Loan files, unsatisfied checks, unpaid deferred payment contracts, unpaid company contracts, and unpaid collection accounts.	Office of Record to retain for 5 years after account is satisfied and until audit requirements are met, then destroy.
14	<u>Student Housing Contracts</u> .	Office of Record to retain for 3 years after student leaves, then destroy.
15	<u>Alpha Roster</u> : listing of all students	Office of Record to retain for

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|    | living on campus by semester.   | 25 years either on microfilm or in paper form, then destroy.  |
| 16 | <u>Student Housing Files:</u> includes offer letter, student check in/out status.   | Office of Record to retain at least four (4) years or until student graduates, then destroy.  |
| 17 | <u>Applications for admission (including other general correspondence) on students who were canceled or denied admission.</u>   | Office of Record to retain for one (1) year after cancellation or denial.   |
| 18 | <u>Student Affairs/Dean of Students:</u>  |   |
|    | a. <u>Disability-Related Files:</u> accessibility requirements, individual student files, recording for the blind catalogs, Section 504 data, inventory of equipment, etc.  | Office of Record to retain individual student files for 4 years or for tenure of student, then destroy. Catalogs to be kept until superseded, and inventory to be maintained for 3 years, then destroyed. |
|    | b. <u>Student Policies:</u> committee data on policy formation, code of conduct, sexual harassment, and any other policy used for education, implementation and enforcement purposes.   | Office of Record to maintain policies until superseded. Only policies having historical value to be kept permanently in paper or microfilm form.  |
|    | c. <u>Orientation:</u> programs, procedures, budget data, justification of work order, etc. in support of new student and family orientation.   | Office of Record to retain for 3 years, then destroy.   |
|    | d. <u>Student Organizations:</u> budget data, correspondence, etc. on student organizations used to advise student leaders, etc.  | Office of Record to retain for 3 years, then destroy.   |
| 19 | <u>Credential/Career Planning/Placement:</u> Repository of records for professional and personal references, records of awards, requests by students and alumni for job purposes. Includes personal information, unofficial grade report, references, evaluations, etc. | Office of Record to retain for 5 years after graduation, then destroy.  |

20	<u>Office of Judicial Programs and Student Ethical Development Case Files:</u> Summary reports of student judicial cases.	Office of Judicial Programs and Student Ethical Development to retain in electronic form for 3 years, then destroy.
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**Graduate Students:**

\*Please note there are general areas in the undergraduate student section that will apply to graduate student record keeping.

Item #	Description	Retention
1	<u>Graduate Student Files:</u> application and supporting papers.	Graduate School Admissions to retain for ten (10) years, then destroy.
2	<u>Grade Documentation:</u> final semester printout.	Graduate School Admissions to retain permanently in paper or microfilm form.
3	<u>Course approval cards, inter-campus forms (transfer from other campuses), adds/drops.</u>	Graduate School Admissions to retain for seven (7) years, then destroy.
4	<u>Registration Forms</u>	Graduate School Admissions to retain for three (3) years, then destroy.
5	<u>Billing material:</u> cashier's remittances, refunds, bill authorizations, etc.	Graduate School Admissions to retain for three (3) years and until audit requirements are met, then destroy.
6	<u>Student Statistics.</u>	Office of Record to retain for five (5) years, then destroy.
7	<u>Graduate Course Schedules, Audit Trails, Section Lists, and printouts on Registration and Paid Bills of Students.</u>	Office of Record to retain for 7 years, then destroy.
8	<u>Comprehensive Examinations.</u> These are exams that determine whether a student advances to candidacy for a doctoral degree.	Retain for 10 years, then destroy. Office of Record is the Department that administered the exam.
9	<u>Theses and Dissertations.</u>	Retain permanently in University of Maryland Libraries.

**General Academic Files:**

Item #	Description	Retention
1	<u>Faculty APT (Appointment, Promotions and Tenure) Files.</u>	Office of Academic Affairs in the Chancellor's Office is the Office of Record for APT files prior to April 5, 1989. These files are retained permanently at USM. Former University of Maryland institutions are the Office of Record for individual institution APT files after April 5, 1989. These files must be kept permanently either on microfilm or in paper form.
2	<u>Advisory Council Files:</u> Councils and other bodies which serve an advisory capacity to Chancellor, Presidents, etc. Files consist of original of minutes and related records of proceedings and reports.	Office of Record will retain policy items until superseded. Policies having historical value to be retained permanently (microfilm or paper).
3	<u>Academic Program Files:</u> Records relating to programs either proposed by System institutions or adopted by the Board of Regents.	Office of Academic Affairs at USM to retain permanently on microfilm in USM archives.
4	<u>Board of Regents/Board of Trustees Files:</u> These files include the original as well as copies of meeting minutes, committee reports, correspondence, memoranda, notes, agendas and general background material as a result of meetings and related activities of the Board of Regents and the former Board of Trustees.	Chancellor's Office at USM to keep Board of Regents and Board of Trustees minutes and other official Board records prior to July 1, 1981 in University Archives at the University of Maryland, College Park in hard copy. Material after 1981 is kept in USM archives in hard copy form. See item 14, College Archival files, also.
5	<u>Middle States Association/Southern Regional Education Board:</u> Official reports and related materials of accrediting agencies concerning USM institutions and programs.	Office of Academic Affairs at USM microfilms all reports or correspondence of historical value for permanent retention in USM archives.
6	<u>State Board for Higher Education and MHEC:</u> Board and committee meeting minutes and related material which established policies	USM screens annually and destroys material no longer affecting the System. Administration and Finance,

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|    | affecting the System.   | USM, will retain historical material on financial matters and Academic Affairs, USM, will retain historical material on academic matters permanently.   |
| 7  | <u>President/Chancellor Files (Historical)</u> . These files are subject-oriented to the programs and projects of former System Administration Presidents/Chancellors from 1917 to present. | Applies specifically to System Administration but would apply to what to do with similar material on current Presidents at institution level. USM Chancellor's Office screens and destroys routine correspondence, duplicate and information copies, and related papers not needed to document an action. Historical files dated 1917 to 1988 are microfilmed and deposited in University Archives at the University of Maryland, College Park. Material after 1988 is microfilmed and placed in USM archives for permanent retention. See item 14, College Archival Files, also. |
| 8  | <u>Faculty Evaluations</u> - surveys to students to evaluate teaching of faculty members.   | Office of Record to retain for two (2) years beyond termination of faculty member, then discard.  |
| 9  | <u>Course Final Exams</u> - copy of course final exam with correct answers included.  | Office of Record to retain for 10 years, then destroy.  |
| 10 | <u>Graded Coursework of Undergraduate and Graduate Students</u> - graded materials not returned to undergraduate and graduate students.   | Retain for 30 working days (6 weeks) after the first day of instruction of the next semester (excluding summer terms), then destroy.  |
| 11 | <u>College Archival Files</u> : includes files for former Presidents, Board of Regents, etc.  | Office of Record to retain permanently only material of historical value.   |
| 12 | <u>Academic Press Releases/Sports Releases</u> .  | Office of Record to retain for 25 years, then destroy.  |
| 13 | <u>Dining Services</u> : includes meal  | Office of Record to retain for  |

card information, snack bar, dining hall, etc., daily cash reports, catering records, stockroom inventory, and contracts on food and supplies.

three (3) years, then destroy. Follow instructions under Financial Standards for records retention.

- 14 Faculty Publications - articles and other publications of individual faculty members for which an individual faculty member is the publisher.
- Unit to retain copy of publications for 25 years after the termination of faculty member, then destroy. If, after 25 years, the document is still being requested by the general public, retain document for an additional 25 years or until superseded by a more up-to-date document, then destroy.

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# Records and Forms Management

Department of Business Services

Order On-Line | Search:

Services | Contacts | Hours | Related Site

DBS > Document Services > Records and Forms Management > Services > Records Guide > Telecom and Communications Records

## Telecommunications and Communications Records

Item #	Description	Retention
1	<u>FCC License application for Public Radio Station Grant Proposals</u>	Office of Record to retain for 25 years, then destroy. See Financial Records, section on contracts/grants (Item 2), for retention of grant records.
2	<u>Interagency Telephone Invoices</u>	Office of Record to retain for three (3) years and until audit requirements are met, then destroy.
3	<u>Verizon Reports detailing all rented equipment</u>	Office of Record to retain for three (3) years and until audit requirements are met, then destroy.
4	<u>Telecommunications Policies</u>	Retain until superseded, then destroy.



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UNIVERSITY OF MARYLAND, COLLEGE PARK

CERTIFICATE OF RECORDS DISPOSAL

University of Maryland, College Park

Institution

Department

No.	Description of Records Including Title and/or Form Number	Authorization For Disposal		Inclusive Dates of Records Disposed of	Volume (Cubic Feet)	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				

I hereby certify that the above listed records were disposed of as indicated.

Signature

Title

Date



**University of Maryland  
College Park  
Form Information Sheet**

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Authorized Dept. Signature: \_\_\_\_\_

---

Form Name: \_\_\_\_\_

Form Number: \_\_\_\_\_ Estimated Annual Usage: \_\_\_\_\_

Who uses the form?

☐ Persons and groups outside the University System of Maryland, including students (Public Use)

☐ University of Maryland Departments, Faculty, and Staff (Intra-Institution Use)

☐ University System of Maryland campuses (Inter-System Use)

Is the form a multi-copy form? ☐ Yes ☐ No

Is the completed form used by your department only? ☐ Yes ☐ No

Are you required to keep the completed form by law until audit requirements are met? ☐ Yes ☐ No

What is the purpose of the form? (Please note that if a form is created to collect data on a one-time basis, it is not considered a form under the Forms Management Program.)

Supplier (Check All that Apply):

☐ University Printing Services

☐ Off-Campus Vendor

☐ Office Photocopier or Reprographic Services

☐ Printed out on a printer, then filled in by hand

☐ Filled in on a computer, then printed on a printer

☐ Filled out and transmitted by computer / never printed

☐ Other (Please identify: \_\_\_\_\_ )

Date form was initially created: \_\_\_\_\_ Date form was revised (if any): \_\_\_\_\_

**\*\* Please include a sample of the form.**

**FMGT-001 (Rev. 4/98)**

FORMS MANAGEMENT NOTIFICATION

## Forms Management Notification

This form should be used to inform the Forms Manager that your unit no longer uses a form. To order additional copies of a form, please contact the department that produces the form.

E-Mail:	<input type="text"/>
Form Number:	<input type="text"/>
Form Name:	<input type="text"/>
Date Discontinued:	<input type="text"/>
Comments:	<div><div></div><div></div></div>
<div><div>Review Order</div><div>Reset Form</div></div>	

For information or questions contact [webmaster@forms.umd.edu](mailto:webmaster@forms.umd.edu).

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>		<b>Schedule No.:</b>
<b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Page      of</b>
<b>Agency:</b> University of Maryland College Park		<b>Division/Unit:</b>
Item No.	Description	Retention
<b>Authorized by Department Head or Designated Representative</b>  Signature: _____  Title: _____      Date: _____  <b>Authorized by Vice President of Administrative Affairs</b>  Date: _____  Signature: _____  Type Name: _____  Title: _____		<b>Schedule Authorized by State Archivist</b>    Date: _____  Signature: _____

**UNIVERSITY OF MARYLAND  
COLLEGE PARK**

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>		<b>Schedule No.:</b>
<b>RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)</b>		<b>Page      of</b>
Item No.	Description	Retention



OFFICE OF THE PRESIDENT

2101 Main Administration Building  
College Park, Maryland 20742  
301.405.4945 TEL 301.314.9395 FAX

FAX TRANSMITTAL

TO: Harry Steinmetz FAX: 215-814-3005  
EPA Region 3  
FROM: Anne Bowden  
DATE: September 26, 2005  
PHONE: 301-405-2211  
FAX: 301-314-9395

TOTAL # OF PAGES, INCLUDING COVER: 5

University of Maryland response to Information Request under CERCLA 104(e)  
RE: Safety Lite Corporation Site, Bloomsburg, PA

Hard copy to follow.

Anne Bowden

**CONFIDENTIALITY NOTICE:** This facsimile contains information which may also be legally privileged and which is intended only for the use of the Addressee(s) named above. If you are not the intended recipient, you are hereby notified that any dissemination or copying of this facsimile, or the taking of any action in reliance on the contents of this telecopied information, may be strictly prohibited. If you have received this facsimile in error, please notify us immediately by telephone and return the entire facsimile to us at the above address via the U.S. Postal Service. Thank you.



2101 Main Administration Building  
College Park, Maryland 20742  
301 405 1945 TEL 301 314 9395 FAX

September 26, 2005

**BY FACSIMILE AND  
FOLLOWED BY CERTIFIED MAIL  
RETURN RECEIPT REQUESTED**

Harry R. Steinmetz (3HS62)  
U.S. Environmental Protection Agency, Region 3  
1650 Arch Street  
Philadelphia, PA 19103-2029

Re: Safety Light Corporation Site  
Bloomsburg, Pennsylvania

Dear Mr. Steinmetz:

The University of Maryland hereby responds to the July 21, 2005 information request issued by the Environmental Protection Agency under section 104(e) of CERCLA. On August 1, 2005, the University requested an extension of an additional thirty (30) days to respond to the request. You authorized the extension in an August 8, 2005, e-mail.

1. Question 1: Describe in detail the business relationship between Maryland and Safety Light.

Response: The University has not been able to identify any documents evidencing a business relationship between Maryland and Safety Light.

2. Question 2: Did Maryland ever transport and/or broker hazardous substances and/or radioactive waste or other wastes that were disposed of or reclaimed by U.S. Radium, Lime Ridge Industries, USR Industries, USR Metals, Metreal, Isolate to the Site?

Response: The University has not been able to identify any documents evidencing that it transported and/or brokered hazardous substances and/or radioactive waste or other wastes that were disposed of or reclaimed by the companies identified in the question.

Harry R. Steinmetz (3HS62)  
Safety Lite Corporation Site  
September 26, 2005  
Page 2 of 4

3. Question 3: If you answered "yes" Question 2, please answer the following questions:

Response: No response required in the light of the University's response to Question 2.

4. Question 4: Did Maryland ever generate radioactive wastes or other wastes that were disposed of or reclaimed by U.S. Radium, Lime Ridge Industries, USR Industries, USR Metals, Metreal, Isolate to the Site?

Response: The University has not been able to identify any documents evidencing that it generated radioactive wastes or other wastes that were disposed of or reclaimed by the companies identified in the question. The University identified a 1971 document that stated solid waste generated during reactor operation was disposed of under a contract with Nuclear Engineering Company, Incorporated of Morehead, Kentucky.

5. Question 5: If you answered "yes" Question 4, please address the following issues:

Response: No response required in the light of the University's response to Question 4.

6. Question 6: If you have reason to believe there may be persons able to provide more detailed or complete responses to any question contained herein, or who may be able to provide additional responsive documents, provide the names, titles, areas of responsibility, current addresses, and telephone numbers of the persons from whom such information or documents may be obtained.

Response: Persons the University has identified who might have been able to provide detailed responses are deceased.

7. Question 7: For each and every question contained herein, if information or documents responsive to this Information Request are not in your possession, custody or control, then provide the names, titles, areas of responsibility, current addresses and telephone numbers of the persons from whom such information or documents may be obtained.

Response: The University does not know of specific entities or persons who are in possession, custody or control of documents that might be responsive to your request. However, it is possible the Nuclear Regulatory Commission (NRC) might have documents the University submitted to the Atomic Energy Commission (AEC) before the NRC became operational in 1975. In addition, the National Cancer Institute (NCI) of the National Institutes of Health (NIH) loaned

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radium to the University for several years pursuant to University designated - Contract No. 26. A letter from the University to NCI refers to a renewal of Contract 26 for the period November 1962 - November 1963. It is possible NCI possesses a copy of the contract and renewals and that those could contain pertinent information.

8. Question 8: If you have any other information about other party(ies) who may have information that may assist the Agency in its investigation of the Site, or who may be responsible for the generation of, transportation to, or release of contamination at the Site, please provide such information. The information you provide in response to this request should include the party's name, address, type of business, and the reasons why you believe the party may have contributed to the contamination at the Site or may have information regarding the Site.

Response: The University has no other information about other party(ies) who might have information to assist EPA in its investigation of the Site.

9. Question 9: If any of the documents solicited in this information request are no longer available, please indicate the reason why they are no longer available. If pertinent records or documents were destroyed or are missing, provide us with the following:
- Your document retention policy.
  - A description of how the records were destroyed (burned, archived, trashed, etc.) and the approximate date of destruction.
  - A description of the type of information that would have been contained in the documents.
  - The name, job title and most current address known by you of the person(s) who would have produced these documents; the person(s) who would have been responsible for the retention of these documents; and the person(s) who would have been responsible for the destruction of these documents.

Response:

- The University System of Maryland Policy on Records Management (VI-6.10) (Approved by the Chancellor January 6, 1992) is available on line at <http://www.usmh.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVI/VI610.html>. The Records Retention and Disposal Standards for the University of Maryland (1994) is available on line at [http://www.dbs.umd.edu/document/records\\_forms/services.php](http://www.dbs.umd.edu/document/records_forms/services.php). (Please note: The University of Maryland is one of eleven institutions that comprises the University System of Maryland. A hard copy of both documents will be sent by over night mail to you.



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- b-d. The University reviewed archival documents and records for a number of offices that may have had some level of responsibility or involvement with the issues raised in the Information Request. No responsive documents were located.

The University cannot state what document retention policy existed 40-50 years ago when the events listed on the two ledger sheets occurred. The University is not able to state with certainty the documents are "no longer available" and/or to provide any of the information requested in 9b-d.

The University believes it is not clear University of Maryland College Park employees created the two ledger sheets EPA furnished. It also is not clear one of the ledgers even relates to the University of Maryland in College Park. One ledger refers to "University of Maryland" which could be a reference to University of Maryland, Baltimore or University of Maryland, Eastern Shore, both of which were in existence at that time. In addition, neither ledger sheet indicates the nature of the entry as a disposal at the Site (or at any other site), a transport to or from the Site (or any other site), a transfer to or from NCI (or any other authorized entity), or a purchase, among other options.

Please feel free to contact me if you have additional questions. My direct line is 301-405-2211; my E-mail is [abowden@umd.edu](mailto:abowden@umd.edu).

Sincerely,



Anne Bowden  
University Counsel